


NOTICE DEPOSITING UNCLAIMED FUNDS - BATCH

The submission and handling of unclaimed funds is guided by D.N.J. LBR 3011-1.

The following steps illustrate the filing of a **Notice Depositing Funds to the Registry** (Chapter 7 Trustee submission) or a **Statement of Undistributed Balance** (Chapter 13 Trustee submission) in multiple cases. A standardized form entitled Notice Depositing Unclaimed Funds is available on our web site.

-
- STEP 1** Chose **Bankruptcy** from main menu
- STEP 2** Chose **Batch** category
- STEP 3** Enter all case numbers; click [NEXT]
- STEP 4** Select **Notice Depositing Unclaimed Funds** from drop down list; click [NEXT]
- STEP 5** Upload the pdf file for each case; click [NEXT]
- STEP 6** Confirm case names and numbers; click [NEXT]
- STEP 7** Docket text appears. Review for accuracy; modify if appropriate; click [NEXT]

 ***TIP - Text of docket entry cannot be modified from this screen. If modification is necessary, use [BACK] button. THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

Notice Depositing Unclaimed Funds filed by. (Trenton, Trustee1)

- STEP 8** **Notice of Electronic Filing** displays.

